

**AIR NATIONAL GUARD
GENERAL OFFICER BIOGRAPHY GUIDEBOOK
17 February 2017
(All previous versions are obsolete)**

SUBMITTING BIOGRAPHIES TO NGB-GO

Official photographs and biographies are an important representation of the Air National Guard and its officers. Every attempt should be made to ensure the appearance of the photograph and biography accurately represent the officer. It is the general officer's responsibility to maintain his/her biography in adherence to the guidelines specified in this guidebook.

NOTE: NGB-GO is transitioning its format to mirror the active component format.

To update General Officer (GO) biographies, the GO or staff POC will submit a final biography, reviewed by the state Military Personnel Management Officer (MPMO), to ng.ncr.arng.mbx.gomailbox@mail.mil. The MPMO must review the updated bio and photo in adherence to the applicable biography handbook and Air Force (AF) Instructions contained in **AFI 36-2903**, Dress and Appearance of Air Force Personnel and **AFI 36-2803**, AF Military Awards and Decorations Program. The following documents must be submitted in separate files and include the general officer's name and state in the subject line. **Subject: ANG Bio – Smith, J., NYANG**

1. Biography in word doc
2. Official photo in 300 dpi jpeg file
3. Attach background documents: **vMPF Awards and Decorations printout and/or MilPDS product that shows member's assignments, awards and decorations.**

Bios, vMPF/MilPDS documents and photo should be submitted to NGB-GO **within 30 days** upon GO's promotion and/or re-assignment order. Upon receipt, NGB-GO will review the package. If corrections are necessary to the photo or biography, NGB-GO will respond with a "returned without action" email to the general officer or their staff POC outlining necessary corrections.

On approval of final draft, the NGB-GO will forward to the webmaster for posting to the NGB-GO website. Publication to the National Guard public website may take up to 15 working days upon receipt of completed/required biography.

FIRST TIME BIOGRAPHIES

- Open a new word document.
- 1" margins (top, bottom, left, right).
- Do not justify paragraphs (align left).
- Do not include any bullets or numerical auto-formatting.
- Narrative should be 12 point, Arial font and limited to 200 words.
- Font for all body text will be 12 point, Arial font.
- Font for section headings and position title will be in 14 point, Arial font and **Bold**.
- Font for GOs name will be in 18 point, Arial font, **Bold and all CAPS**.
- **Do not insert photo in word doc (Photo is a separate attachment sent as a jpeg file (at least 300 dpi)).**
- Do not use nicknames or "go-by" name.
- Abbreviate GOs rank **on first reference**. For example, Major General John B. Doe will be abbreviated as Maj. Gen. Doe at the beginning of the first paragraph in the narrative.
- General will be used generically throughout the rest of the narrative. For example, use "General Doe".
- Do not mark document as read-only file.
- Spell out all acronyms on first reference and then abbreviate. (Keep "military speak" to a minimum).
- Do not add a blank space under each section title.
- Do not list any privacy act information (i.e. family, social security number or home of record).
- Do not list awards not on the vMPF/MilPDS document.
- Do not list awards not worn in official photo (including state awards).
- Do not insert State or NGB headings or banners in word doc.
- When listing devices, do not capitalize, e.g., oak leaf cluster, bronze star.
- When listing number of accoutrements, spell out numbers two through nine.
- When decoration has only one device, write as "with oak leaf cluster".
- Abbreviate month when used with day: Oct. 2, 2016.
- Spell out months when only used with a year: January 2015.

UPDATING EXISTING BIOGRAPHIES

Use the final word document from the last update sent to NGB-GO and highlight areas that the member is requesting to be changed, added, or deleted. Highlighted changes and additions should be in yellow and the deletions should be identified by using the strikethrough (i.e. ~~National Guard~~).

Note1: Ensure adherence to all instructions listed in the above "First Time Biographies."

Note 2: If you are working on a biography that has not been updated in several years and/or do not have access to information from last update please use the following guidance:

1. Locate general officer's most current biography on the NGB-GO website at <http://www.nationalguard.mil/Leadership/NGB-GOMO>.
2. Copy the text from website (copy text only - no headers/photos).
3. Open a new word doc and paste text copied from the website.

Dates: AP Style:

Abbreviate months only when used with dates.

- Only abbreviate Jan., Feb., Aug., Sept., Oct., Nov., Dec.
- March, April, May, June and July are always spelled out.
- Only use commas when day-dates are used.

Examples:

Jan. 14, 2012

January 2012

April 14, 2012

April 2012

States: AP Abbreviations:

Ala., Ariz., Ark., Calif., Colo., Conn., Del., D.C., Fla., Ga., Ill., Ind., Kan., Ky., La., Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.H., N.J., N.M., N.Y., N.C., N.D., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Vt., Va., Wash., W.Va., Wis., Wyo.

- Alaska, Guam, Hawaii, Idaho, Iowa, Maine, Ohio, Puerto Rico, Texas, Utah and Virgin Islands are always spelled out.

- All states are spelled out when they stand alone without a city.

Examples:

General Smith was born in Omaha, Neb.

General Smith was born in Nebraska.

Note: A sample bio is provided in the last pages of this handbook. Use attached sample as a guide to write the biography.

GUIDELINES BY SECTION

Section 1: Narrative (Current assignment, location, job responsibilities)

Start by listing abbreviated rank, first name, middle initial, last name, current duty title, location and position description. If the GO is performing an additional state duty, it is listed after the assigned position. If the GO is dual-hatted in a National Guard Assistant Program (NGAP) position, it will be listed after both the primary and additional state duty. This paragraph should also include a description of the position responsibilities and quantifiable statistics to further detail managerial oversight of dollars, equipment and personnel.

The second paragraph usually gives information about college or officer training for commissioning, and the most prestigious/important previous assignments (graduate of, number of years active duty, number of years as a Guardsman, previous assignment, etc.). The narrative should not be a 'list' of assignments. This paragraph can also provide other noteworthy assignments, such as contingency experience or deployments (the only specific locations that can be released in reference to deployments are Balad Air Base, Iraq, or Bagram Airfield, Afghanistan; otherwise, just use the generic term Southwest Asia) and/or civilian profession, if applicable. Do not list names of companies (i.e. if the GO is a pilot for American Airlines – simply state “In his/her civilian capacity, the general is a pilot with a major airline.”). The final sentence of the narrative is recommended to read “prior to his/her current position, the “rank” was the (position title, organization, base and location).”

Section 2: EDUCATION

- All headings are CAPS and BOLD, no colon, no underline.
- **Format is: YEAR (one space) Level of Degree, Name of School, City, State.**
- States are not necessary when included in college name (University of Georgia, Athens).
- List both civilian and military education in chronological order from earliest to the most recent. **Only list courses more than 40 hours.** EXCEPTION: All senior service colleges or equivalent may be listed (service component war college and fellowships). If military education is not completed in-residence, substitute “by correspondence” for City, State.
- All school names must be spelled out.
- Only the state can be abbreviated in this section.

Section 3: ASSIGNMENTS

- List in chronological order, starting with first assignment upon commissioning.
- **Format is: Month Year – Month Year, Official Duty Title, Base, State.** Squadron/unit are not necessary but can be included.
- First letter of duty titles are capitalized.
- Assignments must reflect the same dates, position titles and location as on the OPR in GOs ARMS/PRDA record. Do not list any enlisted assignments.
- Spell out first use of Air Force Base and then subsequently abbreviate (AFB).
- Spell out first use of Air National Guard and then subsequently abbreviate (ANG).
- Only the state can be abbreviated in this section, not the months of the year.
- There should be no gaps between assignment dates.

Assignment Example:

1. February 1986 - May 1986, Student, Squadron Officer School, Air University, Maxwell Air Force Base, Ala.

- Deployments are included in parenthesis and in the same line as the corresponding "Assignment".

Deployment Assignment Example:

1. June 2008 - October 2012, Commander, 145th Operations Group, Charlotte, N.C, (September 2008 - January 2009, Deputy Commander, 455th Operations Group, Bagram, Afghanistan)

- Joint Duty Assignments (JDA) will also be included in this section. Please annotate "Joint Duty Assignment" at the conclusion of assignment information.

- Each entry will end with a statement of the rank held for the joint assignment (i.e. "..., as a brigadier general").

Joint Duty Assignment Examples:

1. October 2014 - August 2016, Commander, 48th Fighter Wing, RAF Lakenheath, England, (February 2015 - August 2015, Commander, Air Expeditionary Wing, Southwest Asia, Joint Duty Assignment, as a brigadier general)

2. September 2016 - March 2017, Deputy Commander, Joint Task Force-Guantanamo, United States Southern Command, Cuba AE as brigadier general, Joint Duty Assignment

NOTE: Although JDAs will be submitted in this section with all other non-JDA assignments, they will also be published in a separate section titled: SUMMARY OF JOINT ASSIGNMENTS.

If duty is a Joint Duty Assignment, submit a copy of the GOs JMIS report verifying JDA credit. The JDAL number or self-nominated experience memo signed by the Director of the Joint Staff, Chairman of the Joint Chiefs of Staff (CJCS) will also be accepted.

Examples of joint duty assignments include: Chairman's Reserve Positions (CRP), Joint Pool positions, JDAL/IMA CJCS nominative positions, experience based joint duty assignments/deployments in which the member received approved credit captured in the JMIS report.

Inquiries/question(s) regarding JDAL certification, should be directed to the NGB-GO Joint Officer Management (JOM) Branch at 703-607-1924 or 703-607-1462.

Section 4: FLIGHT INFORMATION

- May not apply to all general officers. If this does not apply, do not include this header in the biography.

- List rating, military flight hours and military aircraft flown (do not list civilian aircraft or civilian flight time).

- List military aircraft in alphabetical and in numerical order.

- **Format is:**
Rating:
Flight hours:
Aircraft flown:

Section 5: MAJOR AWARDS AND DECORATIONS

- List awards in order of precedence.
- Do not abbreviate official award names.
- Any award listed must be shown on the accompanying official photo. If new awards have been added to the biography, then a new photo must be taken. If wearing state awards in photo they must be listed in biography. State awards not shown in photo will not be listed in biography.

- **Format is:**
Full Name of Award with oak leaf cluster OR with two oak leaf clusters
(The number “one” is unnecessary.)

- It is customary with Regular AF to only list Achievement Medals and higher honors.
- Ribbons are not listed unless significant, such as the Outstanding Airman of the Year Ribbon and the Armed Forces Reserve Medal.
- Accoutrements are not capitalized.
- Oak leaf clusters are not separated between the number of bronze oak leaf clusters and the number of silver oak leaf clusters. For example, two bronze oak leaf clusters plus three silver oak leaf clusters should be worded as “five oak leaf clusters”.
- Officers in Title 10 status may not wear State awards or ribbons per AFI 36-2903, 11.3.
- Active duty regulations allow service members on active duty status (Title 10) to accept but not to wear state awards. If serving in an Extended Active Duty position in Title 10, only list federal awards.
- Do not list awards that are not displayed on vMPF Awards and Decorations printout or not displayed in official photo, to include state awards.

Awards and Decorations Examples:
Distinguished Service Medal
Defense Superior Service Medal with two bronze stars
Bronze Star with oak leaf cluster

Section 6: CIVILIAN OCCUPATION *Optional*

- If this does not apply, do not include this header in the biography.
- For those who wish to list their current civilian position, please do not list privacy act information (i.e. home of record, names of family members, place of worship etc.).
- List only current civilian occupation title, company name and a brief description of duties.

Section 7: OTHER ACHIEVEMENTS *Optional*

- If this does not apply, do not include this header in the biography.
- For those who wish to include this information, please list in chronological order from earliest to most recent.
- Do not use abbreviations.
- **Do not** list privacy act information.

Examples:

1984 Distinguished Graduate, Undergraduate Pilot Training

1992 Instructor Pilot of the Year

Section 8: EFFECTIVE DATES OF PROMOTION**- Format is:**

Rank (AP Style – spelled out) (one space) date (AP Style – Month, Day, Year)

Examples:

Second Lieutenant Dec. 29, 1972

First Lieutenant May 1, 1975

Captain May 1, 1977

Major Oct. 1, 1984

Lieutenant Colonel June 18, 1993

Colonel Aug. 1, 1997

Brigadier General March 1, 2003

- Include current as of date at the conclusion of the biography, as outlined in the following biography example.

BRIGADIER GENERAL JOHN R. GUARD

ARIAL BOLD 18

Assistant Adjutant General – Air, Louisiana

Arial Bold 14

Only use the abbreviated rank and legal name (i.e. Brig Gen. John R. Guard). Nicknames and “go-by” names will not be utilized. The paragraph should state the General’s current authorized position per the memo from the Chief, National Guard Bureau titled “General Officer Authorizations” or NGAP Selection Memo from NGB-GO. This paragraph specifies duty description, impact and responsibilities. If applicable, add quantifiable statistics to further detail managerial oversight of dollars and personnel.

Arial 12

For Example: Brig. Gen. John R. Guard serves as Special Assistant to the Chief, National Guard Bureau. His responsibilities include development and implementation of National Guard Bureau strategy, policy, plans, initiatives and concepts related to war fighting; transformation; the State Partnership Program; theater security cooperation; federal and state homeland security; interagency, intergovernmental, and multinational coordination; and civil support. Under his vision and direction, General Guard is responsible for all aspects of personnel and training, for more than 7,600 Arimen assigned to the state and \$50 million dollars’ worth in logistics readiness and equipment.

If the General is performing an additional state duty, it is listed after the federally assigned position in a second paragraph. If the General is dual-hatted in the National Guard Assistant Program, the position will be listed after both the primary position and the additional state duty. This paragraph should also include a description of the position responsibilities (i.e. Brig. Gen. John R. Guard is the Assistant Adjutant General – Air, Maryland National Guard and also serves as the Commander, Maryland Air National Guard. In this dual-hat capacity, he is responsible for....)

EDUCATION

1983 Bachelor of Science degree in international affairs, U.S. Air Force Academy, Colorado Springs, Colo.

1994 Air Command and Staff College, by correspondence

1995 Master of Public Administration degree, honor graduate, Harvard University, Cambridge, Mass.

1999 Master's degree in strategic studies, Air War College, Maxwell Air Force Base, Ala.

2003 Summer Program in History and Politics, University of Oxford, England

2004 Combined Maritime Component Commanders Course, Naples, Italy

2005 Joint Force Air Component Commander Course, Maxwell AFB, Ala.

2008 Indiana University School of Law, Juris Doctorate, Bloomington, Ind.

2008 Combined Maritime Component Commanders Course, Naples, Italy

2010 National Defense University, CAPSTONE, Fort Lesley J. McNair, Washington, D.C.

2010 Master of National Resource Strategy, National Defense University, Fort McNair, Washington, D.C.

2010 Foreign Politics, International Relations and the National Interest, Seminar XXI,

Massachusetts Institute of Technology, Cambridge
2011 National Security Studies Management Course, Syracuse University, Syracuse, N.Y.
2012 Leadership Development Program, Center for Creative Leadership, Greensboro, N.C.
2013 Harvard University, Kennedy School of Government, National and International Security Program, Cambridge, Mass.

ASSIGNMENTS

1. August 1986 – July 1987, Student, Undergraduate Pilot Training, Moody Air Force Base, Ga.
2. August 1987 – January 1988, F-16 Instructor Pilot, 113th Wing, D.C. Air National Guard, Andrews AFB, Md.

FLIGHT INFORMATION *If applicable*

Rating: Command Pilot

Flight hours: More than 4,000

Aircraft flown: C-130, C-131, F-15, F-106, T-33, T-37

MAJOR AWARDS AND DECORATIONS

Defense Superior Service Medal

Legion of Merit with two oak leaf clusters

Distinguished Flying Cross with "V" device

Meritorious Service Medal with two oak leaf clusters

Air Medal with three oak leaf clusters

Aerial Achievement Medal

Air Force Commendation Medal with oak leaf cluster

National Defense Service Medal with bronze star

Armed Forces Expeditionary Medal

Afghanistan Campaign Medal with bronze star

Global War on Terrorism Service Medal

Korean Defense Service Medal

CIVILIAN OCCUPATION *Optional*

President and Chief Executive Officer of the Peregrine Leadership Institute located in Gillette and Casper, Wyoming. The company conducts leadership training, management consulting services and employee development programs for public and private sector organizations located in 11 states and three foreign countries.

OTHER ACHIEVEMENTS *Optional*

1987 Arizona Air National Guard Outstanding Officer of the Year

2000 Distinguished Alumni Award, The Ohio State University

EFFECTIVE DATES OF PROMOTION

Second Lieutenant Sept. 1, 1983

First Lieutenant Sept. 1, 1985

Captain Sept. 1, 1987

Major March 1, 1994

Lieutenant Colonel Jan. 1, 1997
Colonel April 1, 2000
Brigadier General June 1, 2007

(Current as of Month Year)